



METROPOLITAN

UTILITIES DISTRICT

To Whom It May Concern:

The Metropolitan Utilities District would like to announce that its Purchasing Department will be moving its offices from the District's Downtown Headquarters on Friday, July 31, 2015. We will re-open at our new location at the District's Operating Center on Monday, August 3, 2015.

The Purchasing Department will be fully operational during the move and you should not experience any changes or delays in service.

Please update your records with our new contact information:

Metropolitan Utilities District
Purchasing Department
3100 South 61st Avenue
Omaha, NE 68106
402-504-7219 office
402-504-7123 fax

All our other contact information will remain the same:

Website: www.mudomaha.com

Email for invoices: invoice_process@mudnebr.com

Contacts: John Sutton, Buyer, john_sutton@mudnebr.com, 402-504-7176

Jean Turner, Buyer, jean_turner@mudnebr.com, 402-504-7112

Rose Janousek, Buyer, rose_janousek@mudnebr.com, 402-504-7104

Lettrice Blair, Admin Clerk, lettrice_blair@mudnebr.com, 402-504-7219

Please note, starting in the month of August 2015, all public bid openings will be conducted at our new location. Bid openings will be scheduled and conducted in the Lobby Conference Room that is located off of the main lobby of the Operating Center. Parking is available inside of Gate #1 which is the far north gate (parking lot with flag pole). The District's Security Policy does not require that you sign-in at the guard station within the main lobby to gain access to the Lobby Conference Room. If submitting bids in person the day of the bid opening, it is highly recommended that bids are submitted at least fifteen minutes prior to the deadline in order to assure we receive and record the bid within the time allotted.

As a valued vendor/contractor we thank you for taking the time to update your records. Please feel free to contact us at 402-504-7219 with any questions.

Yours truly,

Jon Zellars
Director, Purchasing
jon_zellars@mudnebr.com
402-504-7253